

ASSIGNMENT 5

Textbook Assignment: "Copy Editing" (continued) and "Gathering and Disseminating Navy News," pages 6-9 through 7-4.

- 5-1. Which of the following rules explains why the spelling of the word "preference" is incorrect?
1. The accent remains on the last syllable ending in a consonant preceded by a vowel in the basic word
 2. The basic word ends in a consonant preceded by a vowel; however, the last syllable of the basic word is not accented
 3. The accent has shifted away from the last syllable of the basic word, and the final consonant should not be doubled
 4. The accent remains on the syllable ending in a consonant preceded by a single vowel in the basic word

- 5-2. Which of the following words is misspelled?

1. Controler
2. Planner
3. Occurrence
4. Clannish

- 5-3. Which of the following words is incorrectly spelled as a result of adding a suffix?

1. Changeable
2. Approveal
3. Easement
4. Traceable

- 5-4. Which of the following words is incorrectly spelled?

1. Lateness
2. Shapely
3. Courageous
4. Noticable

- 5-5. Which of the following words is incorrectly spelled as a result of adding a suffix?

1. Modification
2. Disobeying
3. Buoiancy
4. Opportunities

- 5-6. Which of the following words is misspelled?

1. Activities
2. Auxiliaries
3. Ceremonies
4. Phonies

- 5-7. How should you indicate voice inflection in writing?

1. By the proper use of spelling rules
2. By the proper use of punctuation
3. By the proper use of abbreviation rules
4. By the proper use of capitalization

- 5-8. Punctuation is used incorrectly in which of the following instances?

1. Frank Stallings, Sr.
2. Open the gate.
3. 6.35 miles
4. Jim is tall, but his brother is taller.

- 5-9. What punctuation mark separates statements of contrasts and phrases containing coronas?

1. Comma
2. Colon
3. Semicolon
4. Parentheses

- 5-10. Which of the following sentences is improperly punctuated?
1. The envelope was addressed to Brown, Wilson & Co.
 2. Among the group the question arose; Where is the building?
 3. The departure time of 5:30 was too late for us.
 4. The revolt occurred during the reign of Henry VIII.
- 5-11. Which of the following sentences contains an incorrect use of the apostrophe?
1. Isn't this the right room?
 2. These are the boys' showers.
 3. During the early '30s the country experienced a depression.
 4. He returned the car to it's owner.
- 5-12. When a nickname is set apart from the name, what punctuation is used?
1. Quotation marks
 2. Hyphens
 3. Commas
 4. Parentheses

IN ANSWERING QUESTIONS 5-13 THROUGH 5-15, SELECT FROM COLUMN B THE PUNCTUATION MARK THAT SERVES THE PURPOSE IN COLUMN A. NOT ALL RESPONSES IN COLUMN B ARE USED.

	<u>A. PURPOSES</u>	<u>B. PUNCTUATION</u>
5-13 .	To set off letters or figures in a series	1. -- 2. ()
5-14.	To separate figures, compound words and abbreviations and figures	3. - 4. " "
5-15 .	To identify slang expressions and titles of books, plays, TV programs and poems	

IN ANSWERING QUESTIONS 5-16 AND 5-17, SELECT THE SENTENCE THAT CONTAINS AN ERROR IN CAPITALIZATION.

- 5-16. 1. The coastal area was devastated by Hurricane Cindy.
2. "The devil made me do it!"
3. The Fourth of July is on Tuesday this year.
4. Famine is prevalent in the far east.
- 5-17. 1. The purple Heart is among the medals he wears.
2. Texas is the Lone Star State.
3. They are employed by the government.
4. The Cub Scouts are going to Disney World.
- 5-18. You are writing a story that will contain the term "Underwater Demolition Team" several times. The term is uncommon to the general public and you plan to abbreviate it. How should you show the abbreviation when you introduce the term?
1. Underwater (U) Demolition (D) Team (T)
 2. UDT (Underrater Demolition Team)
 3. Underwater Demolition Team (UDT)
 4. Either 2 or 3 above

IN ANSWERING QUESTIONS 5-19 THROUGH 5-22, SELECT THE PHRASE OR SENTENCE THAT CONTAINS THE INCORRECT USE OF ABBREVIATIONS IN NEWSWRITING.

- 5-19. 1. 10:00 o'clock CST
2. The Washington Redskins vs. Dallas Cowboys
3. Jones & Son
4. 1621 Grover Rd.
- 5-20. 1. Zion National Park, Utah
2. Yellowstone National Park, Ida.
3. We visited the United Nations Building.
4. Clark Field is near Manila, Luzon, R.P.

- 5-21. 1. Frank R. Philips, the Prof., presented the lecture.
 2. Aubrey Crossland, B.S., M.S., is the head of the department.
 3. He enlisted Sept. 18, 1940, and was discharged in September 1945.
 4. His home is in Mount Clemens, Mich.

- 5-22. 1. Ft. Worth, Texas
 2. Fort Bliss, Texas
 3. 155 mm howitzer
 4. St. Louis, Mo.

5-23. Of the following examples, which abbreviation is NOT correct in newswriting?

1. Johnson & Johnson
2. 513 Clemson Dr.
3. 201 Baker St. NW
4. St. Paul, Minn.

5-24. What is the civilian editor's major complaint against military journalism?

1. The incorrect use of punctuation
2. Excessive title and organization abbreviation
3. Articles that lack completeness
4. Excessive contradictions in the articles

5-25. Which of the following professional identifications is properly written?

1. Dr. (Army Captain) Henry Philips
2. Navy Chaplain John Murphy, Lt.
3. Navy Nurse Lt. Helen Brown
4. Navy Commander (Dr.) Alice Robinson

5-26. Which of the following references to members of the clergy is NOT a correctly written title?

1. The Rev. Betty Jones, D.D.
2. The Rev. Smith
3. The Rev. Dr. John A. Parker
4. The Rev. Mr. Thomas

IN ANSWERING QUESTIONS 5-27 THROUGH 5-30, SELECT FROM COLUMN B THE CLERGYMAN TITLE THAT CORRESPONDS TO THE FAITH IN COLUMN A.

	<u>A. FAITH</u>	<u>B. CLERGY TITLE</u>
5-27.	Latter-Day Saints	1. The Most Rev. Frank Porter
5-28.	Christian Science	2. Reader Harvey Whelchel
5-29.	Methodist	3. Pastor Floyd
5-30.	Mormon	4. President Claude Jones

5-31. Unlike regular Navy messages, press release messages are usually transmitted in news style.

1. True
2. False

5-32. Which of the following headings properly identifies a message news release?

1. PRESS RELEASE 0945Z 15 AUG 93
2. PRESREL 0945Z 15 AUG 93
3. PRESREL 150945Z AUG 93
4. 150945Z AUG 93 PRESS RELEASE

5-33. Which of the following date times does NOT indicate local time in an area outside of Greenwich Mean Time?

1. 111300Z
2. 171545U
3. 080730R
4. 231423K

5-34. When may a news message with no special instructions to the contrary be printed?

1. Immediately
2. After an interval of 24 hours
3. When security clearance is received
4. Simultaneously with other press releases

- 5-35. What must you do to a message press release before releasing it to the news media?
1. Add color to the story by inserting adjectives and adverbs
 2. Type the information in the proper format
 3. Copy edit and duplicate it
 4. Grammatically complete many of the sentences
- 5-36. When you copy edit a message press release, what assumption must you make?
1. That the release needs no correction in punctuation
 2. That all letters are lowercase and you must indicate capital letters
 3. That paragraphs have been properly indented
 4. That no capitalization is necessary since the whole release is in capital letters
- 5-37. A run-on sentence may be defined in what way?
1. As a sentence that contains too many verbs
 2. As a sentence that is too long or drawn out
 3. As two or more sentences that are punctuated to appear as one sentence
 4. As a single thought evolved into two or more sentences by improper punctuation
- 5-38. Which of the following examples is a sentence fragment?
1. He ran the ship aground.
 2. The boy and his father went fishing.
 3. As she ran up the street, she screamed.
 4. Being unfamiliar with the area, what he would do.

The submarine is a far more serious threat today than it was in the past, it is larger and more powerful.

Walking back to the barracks, the rain drenched him.

Morelli found it impossible to more rapidly perform his work.

Captain Watkins not only is a line officer but also a qualified jet fighter pilot.

The main purpose of these instructions are to implement Bureau policy.

Figure 5-A.

IN ANSWERING QUESTIONS 5-39 THROUGH 5-43, REFER TO FIGURE 5-A.

- 5-39. How should the run-on sentence be reworded?
1. Being larger and more powerful, the submarine is a far more serious threat today than it was in the past.
 2. The rain was drenching him while walking back to the barracks.
 3. It was found impossible for Morelli to more rapidly perform his work.
 4. Captain Watkins is a line officer not only but also a qualified jet fighter pilot.

- 5-40. How should the sentence that contains the dangling participle be reworded?
1. Today's submarine is a far more serious threat, it is larger and more powerful than it was in the past.
 2. Walking back to the barracks, he was drenched by the rain.
 3. It was impossible, Morelli found, to more rapidly perform his work.
 4. Captain Watkins not only is a line officer but a qualified jet fighter pilot.

- 5-41. How should you reword the sentence that contains a misplaced correlative conjunction?

1. The submarine today is a far more serious threat than it was in the past, it is larger and more powerful than before.
2. In walking back to the barracks the rain drenched him.
3. The work was impossible to more rapidly perform, Morelli found.
4. Captain Watkins is not only a line officer but also a qualified jet fighter pilot.

- 5-42. How should you revise the sentence that contains a split infinitive?

1. Submarines are far more serious threats today, they are larger and more powerful than in the past.
2. The rain drenched him in walking back to the barracks.
3. Morelli found it impossible to perform his work more rapidly.
4. Implementation of Bureau policy is the main purpose of these instructions.

- 5-43. Which of the following revisions corrects the grammatical error in the last sentence?

1. The main purpose of these instructions are the implementation of Bureau policy.
2. The main purpose of these instructions is to implement Bureau policy.
3. The main purpose of these instructions are to implement Bureau policies.
4. To implement Bureau policy are the main purpose of these instructions.

- 5-44. Where should correlative conjunctions be positioned in a sentence?

1. Immediately following the words they connect
2. Immediately ahead of the words they connect
3. As far as possible from the words they connect
4. Between the words they connect

IN ANSWERING QUESTIONS 5-45 THROUGH 5-49, SELECT THE RESPONSE OF THE TYPE OF GRAMMATICAL ERROR DEMONSTRATED IN THE INFORMATION USED AS THE QUESTION.

- 5-45. Either complete the form in this room or in your office and return it to me.

1. Misplaced correlative conjunction
2. Misplaced prepositional phrase
3. Misplaced relative clause
4. Dangling participle phrase

5-46. Judge Harter asked for the submission of briefs before handing down a decision on the alleged criminal actions which were prepared by the opposing officers.

1. Misplaced correlative conjunction
2. Misplaced prepositional phrase
3. Misplaced relative clause
4. Dangling participle phrase

5-47. He was not only courteous to rich customers but also to poor ones.

1. Misplaced correlative conjunction
2. Misplaced prepositional phrase
3. Misplaced relative clause
4. Dangling participle phrase

5-48. Skidding off the road, he was hit by a truck.

1. Misplaced correlative conjunction
2. Misplaced prepositional phrase
3. Misplaced relative clause
4. Dangling participle phrase

5-49. With large, sharp teeth, he fought a shark.

1. Misplaced correlative conjunction
2. Misplaced prepositional phrase
3. Misplaced relative clause
4. Dangling participle phrase

5-50. Which of the following sentences contains a split infinitive?

1. Their main objective was to completely destroy the target
2. The purpose of the maneuver was to destroy the target completely
3. To understand thoroughly his book you must refer to the dictionary constantly
4. Either we will go to the races or to the ball game

5-51. What is the definition of a gerund?

1. A noun or pronoun used as a verb
2. A verb or adverb used as a noun clause
3. A participle used as a verb
4. A verb used as a noun

5-52. Which of the following sentences illustrates the proper case for the subject of a gerund?

1. The captain knew of him securing the life boat.
2. The officer did not approve of you firing the pistol.
3. The division officer approved his taking special liberty.
4. They were not aware of him meeting the selection board today.

5-53. Which of the following sentences does NOT illustrate the cases of pronouns introducing noun clauses?

1. Whoever wins the preliminary heat will represent us in the final race.
2. The student who makes the best poster will be honored in the assembly.
3. The commanding officer will give special recognition to whomever wins the race.
4. The duty officer wishes to know who has the watch.

IN ANSWERING QUESTIONS 5-54 THROUGH 5-60, SELECT FROM COLUMN B THE PRIMARY SOURCE OF NAVY NEWS THAT WILL PROVIDE THE INFORMATION LISTED IN COLUMN A. RESPONSES MAY BE USED MORE THAN ONCE.

	<u>A. INFORMATION</u>	<u>B. SOURCES</u>
5-54.	Search and rescue operations	1. Future file
5-55.	Armed Forces Day parade	2. Special contacts
5-56.	Adoption of a beneficial suggestion submitted by a seaman at your command	3. Messages, directives and official correspondence
5-57.	Publicity material on new ship construction	
5-58.	New equipment being tested at your base	
5-59.	A former child TV star, now in the Navy, reports for duty at your base	
5-60.	Changes in Navy retirement benefits	
5-61.	What factor should you consider when using information in naval messages, directives and official correspondence as news stories?	
	1. Length of the article	
	2. Reader appeal	
	3. Security	
	4. Authenticity	
5-62.	You may obtain a good flow of news tips by which of the following ways ?	
	1. Trying to develop as many contacts as possible	
	2. Talking about your job with your friends	
	3. Cultivating good relationships with the senior officers in your command	
	4. All of the above	

- 5-63. Public affairs office personnel will find it useful to keep track of future events and to schedule publicity releases by use of which of the following methods?
1. Assigning one person in the office to write created news stories
 2. Using a tickler system
 3. Scheduling the publicity story for each event on a certain date
 4. Each of the above
- 5-64. What source of Navy news is usually collected as created news?
1. The future file
 2. Official contacts
 3. Unofficial contacts
 4. Messages, directives and official correspondence
- 5-65. In what method of gathering news should you attempt to get more information than is actually needed?
1. Research
 2. Interview
 3. Telephone conversation
 4. Observation
- 5-66. You should avoid using the telephone to request information under what circumstance?
1. When a third person can overhear the conversation
 2. When your information source is a very busy person
 3. When the person called can be easily reached in other ways
 4. When the subject of your conversation may touch upon classified matters
- 5-67. In writing a feature story, you should use what method of gathering news to give depth to the story?
1. Interview
 2. Research
 3. Observation
 4. Telephone conversation

5-68. What method of getting information
for news stories is the most
frequently used?

1. Research
2. Observation
3. Interviewing by phone
or in person
4. Reading Navy messages
and directives